

## **3 FAM 2500 SEPARATIONS**

### **3 FAM 2510 SEPARATION**

#### **3 FAM 2511 PURPOSE AND SCOPE**

*(TL:PER-252; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service & Civil Service Employees)*

This subchapter establishes the regulatory basis for separating employees from the service.

These regulations apply to:

—All Civil Service employees of the Department; and

—Members of the Foreign Service who are both U.S. citizens and full-time employees.

#### **3 FAM 2512 POLICY**

*(TL:PER-252; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service & Civil Service Employees)*

When an employee separates from the service, the Department is obligated to assure that:

(1) All government properties charged to such individual are either returned or arrangements are made for satisfying any resulting indebtedness;

(2) Any outstanding obligations to the U.S. Government are either satisfied or are made a matter of official record;

(3) Arrangements are made for the clearance of any outstanding obligation which is a matter of official record;

(4) The employee has returned to a responsible officer of the Department all records and papers containing classified or administratively controlled information and all other papers belonging to the Government;

(5) The employee will not reveal any classified or administratively controlled information unless authorized by the Department; and

(6) The employee has completed all performance evaluations for which the employee is responsible. (For Foreign Service performance evaluations the regulations contained in 3 FAM 2820 and, 3 FAH-1 H-2820 apply).

## **3 FAM 2513 AUTHORITY FOR SEPARATION**

### **3 FAM 2513.1 Foreign Service**

*(TL:PER-252; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service & Civil Service Employees)*

Documentary authority for separation of a Foreign Service employee is either an SF-50, Notification of Personnel Action, or a TMFOUR travel message in lieu of an SF-50. The Office of Career Development and Assignments (PER/CDA) has responsibility for processing and issuing the SF-50 or TMFOUR.

### **3 FAM 2513.2 Civil Service**

*(TL:PER-252; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service & Civil Service Employees)*

For a Civil Service employee, documentary authority for separation is a SF-50, Notification of Personnel Action. Except in case of retirement, the SF-52, Request for Personnel Action, is prepared by the employee's bureau and is forwarded to the Office of Civil Service Personnel (PER/CSP) for approval. For an employee who is retiring, the SF-52 is prepared and approved by the Retirement Division of the Office of Retirement and Career Transition (PER/RCT/RET).

## **3 FAM 2514 PROCEDURES**

*(TL:PER-252; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service & Civil Service Employees)*

3 FAH-1 H-2510 contains procedures and guidelines which must be followed when separating an employee of the Department of State.

## **3 FAM 2515 THROUGH 2519 UNASSIGNED**

## **3 FAM 2520 TERMINATION OF FOREIGN SERVICE APPOINTMENT**

### **3 FAM 2521 STATUTORY AUTHORITY**

*(TL:PER-252; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

— Chapter 3 of the Foreign Service Act of 1980;

— 5 U.S.C. 3597.

### **3 FAM 2522 RESPONSIBILITY**

*(TL:PER-252; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

The Office of Career Development and Assignments (PER/CDA) is responsible for the termination of foreign service appointments.

### **3 FAM 2523 POLICY**

*(TL:PER-252; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

a. A temporary Foreign Service appointment may be terminated when there is no longer a need for the employee's services or when the appointment expires (whichever is sooner);

b. A Limited Foreign Service appointment may be terminated:

—On the date specified on the personnel action;

—When the program for which the employee is appointed expires;

—When the employee's services are no longer needed; or

—When the employee fails to satisfactorily perform the duties of the position.

c. A Recalled or Reemployed Annuitant's appointment may be terminated when:

—The employee's services are no longer required; or

—The period specified in the employee's appointment expires; (whichever is sooner).

### **3 FAM 2524 PROCEDURE**

*(TL:PER-252; 4-10-95)*

*(State Only)*

*(Applies to Foreign Service Employees Only)*

—3 FAH-1 H-2520 for procedures and guidelines.

### **3 FAM 2525 THROUGH 2529 UNASSIGNED**